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| Business Unit: Administrative Services & Technology Section | Purpose Statement: <ul style="list-style-type: none"> • Promote widespread use of technology and optimal use of data to help achieve a goal of zero waste. • Coordinate regular performance measures assessment and reporting • Manage both the Inter and Intra net sites • Manage the Program's Budget and Work Planning Activities • Track implementation of Green Tier activities in the program • Coordinate development of publications |
| Scope of Services: <ul style="list-style-type: none"> • Oversee Development of all performance measures for the bureau and assure alignment with division and dept goals • Develop and maintain inter and intra net pages • Develop and manage integrated data systems • Provide technical assistance to bureau staff • Assist managers with developing performance measures and coordinate regular assessment and reporting of performance • Assist managers with developing technology plans • Manage work planning and budget-related activities • Provide clerical support to bureau • Track Green Tier initiatives in the program • Coordinate development of program publications and major outreach efforts | |
| Key Processes: <ul style="list-style-type: none"> • Data analysis, integration and management • Web development based on needs of business units • Work Planning • Budget Management • Performance measures/reporting • Green Tier | |
| Roles & Responsibilities: <ul style="list-style-type: none"> • Work with sections and WMT to develop performance measures • Development and general oversight of bureau web pages • Work with business units to establish integrated data systems | Staffing Guidelines (minimum): <ul style="list-style-type: none"> • 8 staff • Support from central office PA's |
| Skills: <ul style="list-style-type: none"> • IT web skills • Data base management skills • Knowledge of setting and using Performance measures • Budget and work planning • Green Tier concepts • Publications/editing skills | |
| Business Unit Interdependencies: <ul style="list-style-type: none"> • Rely on the Solid Waste/Recycling and Hazardous Waste/Special Waste & Mining Sections for in-depth content for web page and outreach materials • Rely on some clerical assistance from the PA's • Work with DNR unit responsible for technology standards within the dept. • Work with DNR unit responsible for Inter and Intra net • Work closely with the WMT to provide data and analysis needed to manage the program • Work with regional staff and supervisors to ensure coordination | |

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| Business Unit: Hazardous Waste, Special Waste and Mining Section | Purpose Statement: <ul style="list-style-type: none"> • Ensure proper and effective handling, storage and disposal of hazardous waste and special waste • Explore and develop opportunities for minimizing the generation of hazardous wastes • Ensure consistent implementation of nonmetallic mining reclamation programs throughout the state |
| Scope of Services: <ul style="list-style-type: none"> • Develop all policy, rules, and guidance pertaining to hazardous waste, special waste and mining • Develop and implement outreach activities to support hazardous waste, special waste and mining policies and initiatives • Coordinate hazardous waste facility plan review and licensing • Provide technical assistance and direction to program staff implementing the hazardous waste, special waste and mining programs • Work with stakeholders to establish innovative initiatives, technologies and strategies to move toward the goal of zero waste • Coordinate regulatory oversight of metallic mining activities | |
| Key Processes: <ul style="list-style-type: none"> • Technical Review • Planning and Policy Development • Outreach • Technical Assistance | |
| Roles & Responsibilities: <ul style="list-style-type: none"> • Set and coordinate overall direction of the hazardous waste, special waste and mining programs • Work with regional staff to assure effective implementation of the hazardous waste, special waste and mining programs | Staffing Guidelines (minimum): <ul style="list-style-type: none"> • ~ 8-10 staff • Support from central office PA's and IT staff |
| Skills: <ul style="list-style-type: none"> • Technical experts in hazardous waste, special waste and mining • Planning and Policy Development • Outreach Expertise • Plan Review Experts | |
| Business Unit Interdependencies: <ul style="list-style-type: none"> • Rely on the Administrative Services & Technology Section for IT needs and support • Rely on the Administrative Services & Technology Section for Web and publications support • Work with the Administrative Services & Technology Section for purposes of budget, work planning, and regular performance reporting • To the extent that issues are inter-related, work with the Solid Waste and Recycling Section to ensure consistent and integrated program direction and implementation • Work with the Solid Waste and Recycling Section to facilitate innovative materials handling solutions to minimize waste disposal and move toward Zero Waste • Work with regional staff and supervisors to assign and oversee plan review work and coordinate program planning and implementation issues | |

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| Business Unit: Solid Waste and Recycling Section | Purpose Statement: <ul style="list-style-type: none"> Promote integrated regulation of solid waste and recycling activities to move toward a goal of zero waste through innovative waste reduction and reuse practices to minimize waste disposal Ensure proper design, construction, operation and closure of solid waste facilities |
| Scope of Services: <ul style="list-style-type: none"> Develop all policy, rules, and guidance pertaining to solid waste and recycling Develop and implement outreach activities to support solid waste and recycling policies and initiatives Coordinate solid waste facility plan review and licensing Provide technical assistance and direction to program staff implementing the solid waste and recycling programs Work with stakeholders to establish innovative initiatives, technologies and strategies to move toward the goal of zero waste | |
| Key Processes: <ul style="list-style-type: none"> Technical Review Planning and Policy Development Outreach Technical Assistance | |
| Roles & Responsibilities: <ul style="list-style-type: none"> Set and coordinate overall direction of the solid waste and recycling programs Work with regional staff to assure effective implementation of the solid waste and recycling programs | Staffing Guidelines (minimum): <ul style="list-style-type: none"> ~ 10 staff Support from central office PA's and IT staff |
| Skills: <ul style="list-style-type: none"> Technical experts in solid waste, beneficial reuse and recycling Planning and Policy Development Outreach Expertise Plan Review Experts | |
| Business Unit Interdependencies: <ul style="list-style-type: none"> Rely on the Administrative Services & Technology Section for IT needs and support Rely on the Administrative Services & Technology Section for Web and publications support Work with the Administrative Services Section for purposes of budget, work planning, and regular performance reporting To the extent that issues are inter-related, work with the Hazardous Waste/Special Waste Section to ensure consistent and integrated program direction and implementation <p>Work with regional staff and supervisors to coordinate program planning and implementation issues</p> | |